



## INSTRUCTIONS FOR APPLYING FOR A TEMPORARY FOOD PERMIT (1-9 DAYS)

### APPLY BY EMAIL (RECOMMENDED)

Please email the completed application including any required property authorizations and any other required documents to [chs@houstontx.gov](mailto:chs@houstontx.gov) as an attached file (not embedded). An invoice will be emailed to the applicant email provided on the application on the business day following submission of the application.

### APPLY BY FAX

Please fax the completed application including any required property authorizations and any other required documents to 832.393.5208. An invoice will be emailed or mailed to the applicant on the business day following submission of the application.

### APPLY BY MAIL

Alternately, this process may be completed by mail. Please mail the completed application including any required property authorizations, any other required documents, and if desired full payment in the form of a cashier's check or money order to the Post Office box provided on the application. If full payment was included with the application, the permit will be mailed to the applicant address provided on the application on the business day following submission of the application. If payment is pending, an invoice will be emailed or mailed to the applicant on the business day following submission of the application.

### MAKING PAYMENTS

Payments be made online at [www.houstonconsumer.org](http://www.houstonconsumer.org) (RECOMMENDED) or by mail to the address provided on the invoice. Mailed payments are processed on the business day received. Online payments are processed on the business day following payment. If paid in full including any late fees or past due previous permits, the permit will be postal mailed to the applicant address provided on the application. If not paid in full, an invoice for any remaining balance will be emailed or mailed to the applicant. Any remaining balance must be paid on or before the business day before the first day of the temporary event. Only the original permit is valid therefore the Environmental Permits Office (EPO) will not email or fax copies of temporary permits. As a temporary measure due to COVID restrictions, if the permit is not received on or before the first day of the temporary event, your receipt for an online payment displaying the correct account and invoice numbers will be accepted provided payment in full was made including any late fees. If payment was made by mail and the mailed permit is not received on or before the first day of the temporary event, you must pick up a copy of the permit before 4:30 PM from the EPO at 8000 N. Stadium Dr. First Floor (77054) on or before the last business day before the start of the temporary event.

# GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

**Each physically separated booth, stand, tent or table requires a separate permit.**

**ITEM 1:** Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

**ITEM 2:** Food contact surfaces of equipment shall be protected from contamination by consumers by using separating counters, tables, sneeze guards, etc.

**ITEM 3:** Provide only single-service articles for customer's use.

**ITEM 4:** Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water.

Use three (3) containers for **WASHING, RINSING & SANITIZING**  
e.g. plastic buckets, plastic food containers.



- Use a gravity-type water dispenser for employee hand washing e.g. drink dispenser with a spout or spigot. Do not forget hand washing soap, paper towels and catch basin.
- **Unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers.** (Section 20-21.8)



**ITEM 5:** Do not store any food in contact with water or undrained ice.

**ITEM 6:** Dispose of all liquid and solid waste in accordance with all applicable laws.

**ITEM 7:** Provide cleanable floors in food preparation and service areas e.g. concrete, wood, or asphalt.

**ITEM 8:** Provide a ceiling in food preparation and service areas e.g. wood, canvas, or other material that protects the interior of the establishment from the weather and other agents.

**ITEM 9:** Protect food that is served:

- Keep **HOT** foods at 135° F or above and keep **COLD** foods at 41° F or below
- Wear an effective hair restraint e.g. ball cap or hair net. Hair spray or visors are not acceptable.
- Use packaged foods or provide sneeze guards at display area.
- All food, equipment, and paper products must be stored at least 6 inches above the floor.
- No eating, drinking, or smoking is allowed in the booth/stand.
- Pets and other animals are not allowed in the booth/stand

**SERVE ONLY FOODS THAT ARE PREPARED OR OBTAINED FROM AN APPROVED SOURCE.**

**The Health Officer may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishments and may prohibit the sale of some or all potentially hazardous foods.**



**Houston Health Department  
Bureau of Consumer Health Services  
Environmental Permits Office**

PO Box 300008  
Houston, Tx 77230-0008  
8000 North Stadium Dr. 1<sup>st</sup> Floor  
Houston, Tx 77054

832.393.5100 (voice) 832.393.5208 (fax)

[www.houstonconsumer.org](http://www.houstonconsumer.org) [chs@houstontx.gov](mailto:chs@houstontx.gov)

**APPLICATION FOR A 2021 TEMPORARY FOOD DEALERS PERMIT  
FOR 1-9 CONSECUTIVE DAYS AT THE SAME LOCATION**

Please review and initial each of the following terms and conditions. If you cannot initial **ALL** these conditions, please contact us at 832.393.5100

I understand that this application will not be processed if I have any outstanding unpaid fees including late payment fees for previous temporary food permits that have been issued to me.

Applicant Initials: \_\_\_\_\_

I understand that this application including full payment for a temporary food dealers permit must be received in the Health Department offices no later than 7 full calendar days before the start date of the permit. Late applications will incur an additional fee of \$59.45.

Applicant Initials: \_\_\_\_\_

I understand that a temporary food dealers permit may only be issued in conjunction with an event or celebration as defined. If the event or celebration you are participating in is not clearly one of the 6 event types listed in this application please attach additional documentation to avoid any delay in processing your application.

Applicant Initials: \_\_\_\_\_

I understand that an incomplete or illegible application may cause rejection or significant delay in the processing of your application and may result in the addition of a late payment fee.

Applicant Initials: \_\_\_\_\_

I have determined that the location of the proposed temporary food event is within the Houston city limits.

Applicant Initials: \_\_\_\_\_

I have obtained permission from the property owner or his agent at the event location. **Written authorization is required for temporary food operations on any City of Houston property or in any City of Houston park.**

Applicant Initials: \_\_\_\_\_

I have made arrangements for the proper disposal of all rubbish, trash, and garbage resulting from the temporary food operation including any clean up required after the event.

Applicant Initials: \_\_\_\_\_

I understand that payments are not refundable for any reason including weather, event cancellations, or other unforeseen circumstances. A limited one-time raincheck is available for postponements and cancellations if HHD is notified before the event start date and time. A duplicate permit fee of \$29.72 is charged for revising and reproducing the permit. If the event is cancelled or you decide not to participate before payment is made, HHD must be notified. Open invoices for previous applications you made may cause this application to be delayed or rejected.

Applicant Initials: \_\_\_\_\_

I understand that this application is for one stand, booth, table, or tent under the control and supervision of one person, organization, or other entity. Additional stands or operators require additional applications and permits.

Applicant Initials: \_\_\_\_\_

I agree to post the original temporary food dealers permit in public view at the booth during all periods of operation including during any make ready activities before the event and cleanup activities after the event.

Applicant Initials: \_\_\_\_\_

I have read and understand the "GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS" document included in this application package.

Applicant Initials: \_\_\_\_\_

I agree and understand that connecting or disposing of liquid waste directly to the sanitary sewer system or to the storm sewer system is strictly prohibited. All liquid waste must be properly disposed of according to applicable laws.

Applicant Initials: \_\_\_\_\_

**SIGNATURE**

**Submitted by Name (PRINT)\*:**

**Signature\*:**



**Houston Health Department**  
**Bureau of Consumer Health Services**  
**Environmental Permits Office**  
PO Box 300008  
Houston, Tx 77230-0008  
8000 North Stadium Dr. 1<sup>st</sup> Floor  
Houston, Tx 77054  
832.393.5100 (voice) 832.393.5208 (fax)  
[www.houstonconsumer.org](http://www.houstonconsumer.org) [chs@houstontx.gov](mailto:chs@houstontx.gov)

**(Red/Bold/\* Text Indicates Required Information)**

**TYPE OF FOODSERVICE**

**Check one of the following\*:**

Packaged Foods Only: ☐

Packaged Food and/or Open Foods: ☐

**DATE(S) OF OPERATION (PLEASE PRINT LEGIBLY)**

**Application Date\*:**

**Permit Start Date\*:**

**Permit End Date\*:**

<b>Day 1:</b>	<b>Start Time*:</b>	<input type="text"/>	<b>End Time*:</b>	<input type="text"/>
Day 2:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 3:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 4:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 5:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 6:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 7:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Day 8:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Day 9:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>

Number of Consecutive Days at the Same Location (Maximum is 9):  At \$71.33 per day =

Plus an Administrative Fee of  **\$11.89**

Plus a special investigative fee of **\$59.45** if submitted and paid less than 7 full calendar days before event start date

Total Fee →

### FACILITY/EVENT INFORMATION (PLEASE PRINT LEGIBLY)

Facility/Booth/Stand Name\*:

Name of Person in Charge at Facility/Booth/Stand\*:

**ATTACH:** A copy of a valid government issued photo id (driver's license) for the person in charge

Event Name\*:

Event Address\*:

City/Zip\*:

Phone at the Event Location (if any):

Type of Event or Celebration\*: ☐ Festival ☐ Bazaar ☐ Carnival ☐ Circus ☐ Public Exhibition ☐ Sporting Event

**ATTACH:** Additional documentation if the type of event is not clearly one of the above 6 event types

### APPLICANT INFORMATION (PLEASE PRINT LEGIBLY)

Applicant Legal Name\*:

Applicant Mail Address\*:

City/St/Zip\*:

Applicant Phone\*:

Applicant Fax:

Applicant Email:

**NOTE:** Applicant email **MUST** be legible and is **REQUIRED** if submitting application by email

### PROPERTY OWNER/AGENT INFORMATION (PLEASE PRINT LEGIBLY)

Company/individual Legal Name\*:

Attn:

Mail Address\*:

City/St/Zip\*:

Property Owner/Agent Phone\*:

Property Owner/Agent Email:

**NOTE:** Operation in a City of Houston park requires written authorization

### EVENT COORDINATOR, IF ANY (PLEASE PRINT LEGIBLY)

Organization:

Contact Person:

Phone:

Email:

## FOOD SERVICE DETAILS (PLEASE PRINT LEGIBLY)

Types of Food/Beverages Served\*:


Food Suppliers (Food Supplies must be obtained from a licensed commercial food service facility)\*:


Foods Prepared on Site (Texas Cottage Food Operators may not prepare cottage food on-site)\*:


Foods Prepared off Site (Except for Texas Cottage Food Operations, food must be prepared at a licensed commercial food service facility rather than a residential kitchen)\*:


**NOTE:** Texas Cottage Food Operators must attach a copy of the operator's/applicant's Food Handler's Certificate and an example of a label as required by TDSHS (<https://dshs.texas.gov/foode establishments/cottagefood/default.aspx>)

Please describe in detail how liquid waste resulting from the operation of the stand/booth will be disposed\*:


### SIGNATURE

Submitted by Name (PRINT)\*:

Signature\*:

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